

Process of Application

Any parent/guardian wishing to enrol a child must:

- Complete an Application for Admission Form (available on the school's website or in hard copy from the school office) signed and dated by one or both parents/guardians, and submit it to the Principal. A separate Application for Admission Form must be completed for each applicant
- Provide the school with a copy of the child's Birth Certificate
- Provide the school with parents/guardians Proof of Address at the time of application Failure to provide these documents will render an application incomplete

Any parent/guardian wishing to enrol a child should, where applicable:

- If the child is a Roman Catholic, provide the school with a copy of the child's Baptismal Certificate. This is relevant ONLY to sacramental preparation and NOT A CRITERION FOR ENROLMENT
- Provide the school with the child's most recent school report and, if applicable, provide the school with any other relevant reports relating to the child, e.g. Speech and Language Report, Educational Psychological Report, Occupational Therapy Report, Medical Report (if relevant) IEP, IPLP. Provision of these documents will assist us in meeting the applicant's needs

Circumstances in which offers may not be made or may be withdrawn

- The school is oversubscribed (see Oversubscription below)
- Applications that are incomplete, not signed, not dated and/or do not include the required documentation will not be processed. Such forms will be returned to the applicant, with advice on how/why the application was incomplete and an invitation to submit a complete application
- Failure by a parent/guardian to confirm in writing, agreement and acceptance of the school's
 - ✓ Code of Behaviour
 - ✓ Bí Cineálta (Anti-Bullying Policy and Procedures)
 - ✓ Acceptable Use Policy
 - ✓ Parental Complaints Procedure
 - ✓ Healthy Eating Policy

will result in the offer of a place not being made to the applicant

- Application for Admission Forms not submitted within the prescribed timeframe (see above) will not be processed. They will be returned to the sender with advice regarding the prescribed timeframe.

- Offers of places to applicants not accepted within 14 days of the date of offer will be withdrawn
- Submission of false or misleading information on an Application for Admission Form or in attached documentation will render the application void. Where this comes to light subsequent to a place having been offered, this will result in the offer of the place being withdrawn and the place being reallocated. In the case whereby an applicant has been placed on a waiting list due to the school being oversubscribed at the time of application, this will result in the applicant's removal from the waiting list

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision.

Applicants who are not successful in securing a place on the basis of the school being oversubscribed at the time of application will be placed on a waiting list in date order of receipt of completed applications. A place on the waiting list expires at the end of the academic year for which the application was made. Incomplete applications will not be considered and applicants will not be placed on the waiting list.